

SAFETY AND TRAINING SPECIALIST I/II

Purpose:

To actively support and uphold the City's stated mission and values. To assist City Staff in the development, implementation and coordination of the City's safety and health programs to ensure all employees have a safe and healthful work environment, and are knowledgeable of workplace hazards.

Distinguishing Characteristics:

<u>Safety and Training Specialist I</u> - This is an entry level professional in the Safety and Training Specialist series. This class is distinguished from the Safety and Training Specialist II by the performance of less complex duties, such as the implementation and oversight of safety programs and procedures, rather than the development and creation of safety programs and procedures. Appointment to the higher level within the classification requires that the employee perform the full range of duties with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the safety programs, procedures and policies of the work unit.

<u>Safety and Training Specialist II</u> – This is the advanced level professional class within the Safety and Training Specialist series. This class is distinguished from the Safety and Training Specialist I by the performance of the full range of duties, as well as managing the more complex assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the safety programs, procedures and policies of the work unit.

Supervision Received and Exercised:

Safety and Training Specialist I

Receives direct supervision from the Safety and Risk Coordinator or other management staff.

May exercise functional or technical supervision over City of Tempe employees relative to safety and loss prevention programs.

Safety and Training Specialist II

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Receives general supervision from the Safety and Risk Coordinator or other management staff.

May exercise functional or technical supervision over Safety and Training Specialist I and City of Tempe employees relative to safety and loss prevention programs.

Essential Functions:

Duties may include, but are not limited to the following:

- Authorized to immediately suspend activities that are deemed unsafe and pose a threat to employee safety or health;
- Assist the Safety and Risk Coordinator and Industrial Hygienist in the administration of City-wide safety and health programs. These activities may include, but are not limited to: developing, implementing and coordinating safety and health programs, developing safe work procedures and guidelines, conducting work site and equipment safety assessments, conducting accident investigations, analyzing loss data to identify trends, designing corrective action plans, conducting respiratory fit testing, assisting with management of the City's gas detector program and updating of written safety programs;
- Assist citywide or department level safety committees, serve on special committees or projects as assigned; participate and coordinate periodic special events, activities and awareness campaigns;
- Serve as a technical safety resource for departments to assist and guide management and employees in resolving safety concerns; recommend measures to improve internal processes and best practices regarding safety programs in order to help protect workers from potentially hazardous work methods, processes or materials;
- Coordinate with city departments to develop, implement and conduct safety and health training programs in compliance with OSHA regulatory standards; develop safety and health training curricula and associated materials for performance-oriented training, instructor-led training, computer-based training and online learning; and approve course materials from contracted safety trainers;
- Perform administrative duties associated with Risk Management safety and health training, organize and plan the Risk Management safety training calendar, conduct all training preparation work, coordinate training schedules and calendars with city departments;

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Safety & Training Specialist I/II (continued)

- Responsible for maintaining accurate and organized documentation of Risk Management safety training courses (e.g., test scores, evaluations and attendance sign in sheets); oversee the City's Enterprise Learning Management System for Risk Management to include creation of safety courses and population of safety course rosters;
- Create and enhance the safety culture within the City of Tempe by promoting safety team building among all employees through workshops, supervisor guidance and continual communication among all employees. Mentor city personnel assigned as safety representatives for respective departments;
- Design, produce and distribute newsletters, safety and health bulletins and flyers regarding safety activities and awareness campaigns; keep up to date with new legislation and any safety and health developments that affect the City of Tempe;
- Develop safety training outlines and lesson plans for front line supervisors to assist them in the delivery of tool box safety topics to their work groups;
- Develop and present safety reports as needed or requested by departments or Risk Manager; document safety assessments, accident investigations, and safety concerns through written memos or reports to supervisors and management;
- Develop, maintain and provide content for the Risk Management Safety web site; serve as editor of the site's content; responsible for making improvements or enhancements to website design, verifying links and updating safety documents on the site;
- Assist in determining recordability of workplace injuries and assist in documenting and recording workplace injuries on the electronic OSHA 300 log.
- Serve as a PeopleSoft Enterprise Learning Management (ELM) Power Training Administrator for the Finance and Technology Department; create, schedule and populate safety related courses in the ELM system;
- Update and maintain multi-media safety training compliance library;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Safety and Training Specialist I

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Two years of full-time professional level experience in safety, accident prevention, and training.

Safety and Training Specialist II

Four years of full-time professional level experience in safety, accident prevention, and training.

Education:

Safety and Training Specialist I

Equivalent to a bachelor's degree from an accredited college or university in Occupational Safety and Health, Risk Management, or a degree directly related to the core functions of the position.

Safety and Training Specialist II

Equivalent to a bachelor's degree from an accredited college or university in Occupational Safety and Health, Risk Management, or a degree directly related to the core functions of the position.

Licenses/Certifications:

Safety and Training Specialist I

Requires the possession of a valid driver's license at time of hire.

Designation as an Associate Safety Professional (ASP) or an Occupational Health and Safety Technologist (OHST) by the Board of Certified Safety Professionals is preferred.

Possession of OSHA 500 and 501 training certifications are preferred.

Safety and Training Specialist II

Requires the possession of a valid driver's license at time of hire.

Credential as a Certified Safety Professional by the Board of Certified Safety Professionals is preferred.

Possession of OSHA 500 and 501 training certifications are preferred.

Examples of Physical and/or Mental Activities:

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Safety & Training Specialist I/II (continued)

- Operate city vehicles
- Work in a stationary position for long periods of time
- Operate computers, calculators and other office machines using repetitive hand/eye movement
- Lift move heavy object (up to 75 lbs.)
- May move heavy objects with a dolly or hand truck (up to 75 lbs.)
- May climb stairways, ladders, and work on elevated structures
- May operate bucket truck, forklift and cranes while conducting training courses
- May traverse uneven surfaces during site visits and/or safety evaluations
- May work in confined areas during site visits and/or safety evaluations
- May work out-of-doors in inclement weather during site visits and/or safety evaluations
- May have exposure to heat, cold, dampness, dust, pollen, odors, funes, etc. during site visits and/or safety evaluations
- May have exposure to hazards of electrical shock, falls, noise, equipment operation, etc. during site visits and/or safety evaluations
- May have exposure to chemicals, petroleum products, cleaning agents, fumes, etc. during site visits and/or safety evaluations
- May require working extended hours
- May work alone for extended periods of time

Work Environment:

(Pending)

Competencies:

(Pending)

Job Code: 475/476

Status: Exempt/Classified

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